

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on June 8, 2016 at the District office.

**ATTENDEES:**

*Directors: Bob Keenan, Tom Cahill, Duke Phelps and Gene Helberg*

*District Employees: Julie Spencer, Andy Loudermilk and Vickie Hemphill*

*Engineering: Jeff Cicon from Morrison Maierle*

*Other Attendees: Robert Millspaugh from Flathead Lake Brewery*

**READ AND APPROVE MINUTES:**

President Keenan opened the meeting at 7:00 p.m. The minutes of the May Board Meeting were reviewed for approval. Cahill made a motion to approve, Helberg seconded and President Keenan called for discussion. There were questions about the pretreatment regulations. Julie stated that the letter was in the works, but she needed more input. Cahill noted that SCADA was not mentioned specifically. Hearing no more discussion, Keenan called for a vote and it was unanimously

*RESOLVED*, That the minutes for the May 2016 Board Meeting be approved with no corrections.

**AGENDA - ADDITIONS OR CHANGES**

No changes were made to the agenda

**CONSENT AGENDA**

President Keenan called for any discussion regarding the Consent Agenda. Phelps had concerns about Andy's report and asked for the history of the puddle near the Branding Iron parking lot. Andy explained the history of the site, replaced connections and the loss of the ditch line / drainage area from development. He was encouraged to continue watching the area. Helberg moved, Cahill seconded and it was unanimously

*RESOLVED*, That all items on the Consent Agenda for the June 2016 meeting be approved.

**PUBLIC COMMENT**

No public Comment

**OLD BUSINESS**

*Engineering update – Jeff Cicon* – A written engineering report was included in Consent Agenda

- *Water System PER* – All grant applications have been sent in and the District is on the ranking list. The project is also on the Drinking Water State Revolving Fund priority list for the loaned portion.
- *Standpipe Supply Line and Nursing Home main* – The survey work is finished and easements are being researched; a site title opinion was obtained from the title company due to issues regarding actual access as opposed to recorded access. Necessary easements will need to be acquired and filed.

- *North & South Eagle Bend Lift Stations* – The design is still in the works. There was discussion about the pumps and Cicon plans to meet with Andy regarding desired flow rates and pump selection. Cicon explained the bottleneck issues with the existing infrastructure on the West Trunk Sewer located on Harbor Heights. The new pumps will have to be compatible with the flow limits through this portion of main, but if the problem section is replaced in the future, more volume will be needed. The wide range of flows presents issues that will need to be addressed. Options and related costs were discussed with directors.

## **NEW BUSINESS**

***Water System Revenue Bond Certificate of Completion*** – Julie presented the certification for approval and signature. Cahill made a motion to approve, Helberg seconded and it was unanimously

*RESOLVED*, That the Certificate of Completion for the Highway 35 transmission Main project be approved and signed.

***Flathead County Budget Estimates to be assessed for tax year 2016*** – Julie presented the county's budget estimates for 2016 tax assessments for the two general obligation Bonds (for the WWTP and the Sludge Farm). Debt service is normally offset with farm income and Julie estimates that farm budget numbers may be low again as there is a new farmer. Phelps made a motion to approve, Helberg seconded and it was unanimously

*RESOLVED*, That the Flathead County Budget Estimates for 2016 Tax Assessments be approved and signed.

## **COMMITTEE REPORTS**

***Annexation, Main Extensions & Construction*** ..... *Helberg & Cahill*

- Harbor Village Subdivision – no updates
- Mayport Harbor Service Line Pumps – the Mayport Harbor project was reviewed for the new Directors and the necessity of the force main section was explained. As part of the project, the District agreed to purchase and provide grinder pumps (estimated at \$4,000 - \$5,000 each) for a limited amount of time to the 10 property owners affected. It was unclear if the time limit discussed at construction meetings was recorded, but Helberg said a time limit of 7 years was originally discussed in 2009. In seven years none of the properties affected have hooked up, so the Directors agreed to extend the offer of free grinder pumps for a limited time. President Keenan recused himself from the voting because his property would be affected. Helberg made a motion that the homeowners be given two more years before the offer is withdrawn, Cahill seconded and a vote was called with three “ayes” and 1 abstention; thereby it was

*RESOLVED*, That the District allow 2 more years for Mayport Harbor residents to connect to the force main before rescinding the offer of a district-provided grinder pump.

Julie was instructed to send a letter to the affected homeowners regarding the matter.

***District Investments*** ..... *Price & Phelps*

- Banking Update – Repurchase Agreement Signature – no action was recommended until the bank sale is complete in August.

***Employee Insurance Compensation & Certification..... Helberg & Keenan***

- Updated Employee Handbook Approval with Job Descriptions –Keenan recommended Julie, Andy and Vickie review the job descriptions.
- Employee Insurance – A committee meeting is needed to make a decision about the new health insurance.

***Pretreatment Regulations ..... Cahill & Price***

- Flathead Lake Brewery – Cahill addressed the Board and discussed the Memorandum of Understanding that Julie drafted. Cahill recommended several details needed in the MOA including the rate of discharge, the variable rate charged for treatment based on the needs of the MBR plant and the District's ability to monitor the processes through the SCADA system. Millspaugh asked if SCADA was the only monitoring considered or if ready access to their controls through a web browser would be sufficient. Andy said that the District's SCADA tech person would likely be able to incorporate the brewery's computer access into the SCADA system. The old permit would mostly stay the same with regard to testing. Rates were discussed and they will vary depending on the nutrient requirements and capacity of the WWTP. The new permit does not require household strength waste which was being attempted with the Magellan. Andy added that the calculated rate of discharge will be determined by how many pounds per day will be produced and how many can be accepted by the plant. Cahill added that the matter needs to be resolved soon. Julie is incorporating changes from Andy and added that the permit will be reviewed annually for needed adjustments.

***Rate Structure / Budget ..... Helberg & Phelps***

- Asset Replacement Valuations – No updates
- Fiscal Year 2017 Budgets and Rates – Rates were adjusted at last meeting, but the budget will need to be approved in July if possible.

***Rules & Regulations ..... Keenan & Price***

- District Ownership of Mains – No updates

***Farmland..... Helberg & Loudermilk***

There was discussion about the crops – barley and canola – and the need to lower budget income numbers. The farm is 317 acres with approximately 2/3 in production. One third is left fallow each year and 40 acres of the fallow portion is used to inject sludge.

**COMMUNICATIONS**

No communications were included in the June 2016 packet.

President Keenan called for a motion to adjourn the meeting. Cahill motioned, Price seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 7:47 p.m.

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Secretary, Vickie D. Hemphill

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President, Robert Keenan